

CRANSTON SCHOOL COMMITTEE MEETING

MONDAY, JUNE 15, 2009

HOPE HIGHLANDS ELEMENTARY SCHOOL

300 HOPE ROAD

EXECUTIVE SESSION 5:00 P.M.

**PUBLIC SESSION IMMEDIATELY FOLLOWING EXECUTIVE SESSION
FOLLOWED BY PUBLIC MEETING**

AGENDA

- 1. Call to order – 5:00 p.m. Convene to Executive Session pursuant to RI State Laws PL 42-46-5(a)(1) Personnel; (Hearing-Guidance Counselors); PL 42-46-5(a)(2) Collective Bargaining and Litigation (Contract Negotiations' Update) (Caruolo Action)**
- 2. Executive Session**
- 3. Call to Order – Public Session**
- 4. Roll Call/Quorum**
- 5. Executive Session Minutes Sealed – June 15, 2009**
- 6. Approve Minutes of Previous Meetings – May 6, May 13, May 18, May 22, 2009**

7. Public Acknowledgements/Communications

8. Superintendent Communications

9. Chairperson Communications

10. School Committee Member Communications

11. Public Hearing

- a. Students (Agenda/Non-agenda Items)**
- b. Members of the Public (Agenda Matters Only)**

12. Consent Agenda/Consent Calendar

SPONSORED BY MS. IANNAZZI

NO. 09-6-05 – Whereas, T. Veronica Curran, a 3rd grade student at Garden City Elementary School, distinguished herself by competing in the 2009 Sun Wise with SHADE National Poster Contest (A partnership program with the U.S. Environmental Protection Agency) by the direction of Mrs. Karen Humes, Physical Education and Health teacher, and

Whereas, she designed a poster emphasizing the importance of protection against the sun's rays and,

Whereas, she was the Rhode Island State Winner, and

Be it RESOLVED, that T. Veronica Curran be congratulated for her outstanding accomplishment, and

Be it further RESOLVED, that she be presented with a copy of this Resolution signed by the members of the Cranston School Committee.

NO. 09-6-06 – Whereas, Laura Antonelli, a 6th Grade student at Garden City Elementary School, distinguished herself by entering her essay in the “Essay Contest for the National Dairy Council (Essay regarding the importance of exercise and eating healthy) by the direction of Mrs. Karen Humes, Physical Education & Health teacher, and

Whereas, she was the New England First Place Winner, and

Be it RESOLVED, that Laura Antonelli be congratulated for her outstanding accomplishment, and

Be it further RESOLVED, that she be presented with a copy of this Resolution signed by the members of the Cranston School Committee.

SPONSORED BY THE SCHOOL COMMITTEE

NO. 09-6-07 – Whereas, Shawn Giblin did an outstanding job as a member of the Cranston High School West wrestling team during the 2008-2009 winter sport's season, and

Whereas, Shawn has been designated as an ALL-AMERICAN wrestler in the 135 lb. weight class, and

Whereas, Shawn will appear in the May 30th edition of USA, Wrestling, and

Be it RESOLVED, that Shawn Giblin be congratulated for these great accomplishments for not only Cranston High School West Wrestling but Rhode Island as well, and

Be it further RESOLVED, that he be presented with a copy of this Resolution signed by the members of the Cranston School Committee.

NO. 09-6-08 – Whereas, Nick O'Connell did an outstanding job as a member of the Cranston High School West wrestling team during the 2008-2009 winter sport's season, and

Whereas, Nick has been designated as ALL-AMERICAN HONORABLE MENTION in the 130 lb. weight, and

Be it RESOLVED, that Nick O'Connell be congratulated for these great

accomplishments, and

Be it further RESOLVED, that he be presented with a copy of this resolution signed by the members of the Cranston School Committee.

SPONSORED BY THE SCHOOL COMMITTEE

NO. 09-6-09 – Whereas, forty-five (45) students from the Cranston Area Career & Technical Center have distinguished themselves at the 2009 Rhode Island State DECA Competition by winning 30 awards and, in the 14 events students were entered in, they were awarded eight 1st place, two 2nd place, and two 3rd place finishes.

Whereas, the overall winners are:

Brian Duchesne 1st Place International Business Plan

Steven Larsson 1st Place International Business Plan

Alexander Freitas 1st Place International Business Plan

Basirat Folami 1st Place Internet Business Plan

Alexandra Palumbo 1st Place Internet Business Plan

**Robert Santurri 1st Place Entrepreneurship
Participating-Franchise**

Genesis Rodriquez 1st Place Financial Literacy Promotion Project

Sabrina Pacheco 1st Place Financial Literacy Promotion Project

Ryan Hayes 1st Place Financial Literacy Promotion Project

Anthony Pagano 1st Place Entrepreneurship Written

Corey Beaudoin 1st Place Entrepreneurship Written

Jared Dauphinais 1st Place Entrepreneurship Written

Monica Baker 1st Place Entrepreneurship Written

Leticia Batista 1st Place Entrepreneurship Written

Joshua Alfred 1st Place Creative Marketing Project

Matthew Collins 1st Place Creative Marketing Project

Jason Rosa 1st Place General Marketing Research Event

Jordan Levesque 1st Place General Marketing Research Event

Matthew Polce 1st Place Retail Marketing Research Event

Samantha Bomzer 2nd Place Community Service Project

Samira Keo 2nd Place Community Service Project

Cindy Segama 2nd Place Community Service Project

Claudia Rei 2nd Place Hospitality & Recreation Research Event

Nicole Corbin 2nd Place Hospitality & Recreation Research Event

Gabrielle Harnois 2nd Place Hospitality & Recreation Research Event

Saochanthina Khoy 3rd Place International Business Plan

Daniel Mitchell 3rd Place International Business Plan

Andrew Ruggiero 3rd Place International Business Plan

Christopher Castagliuolo 3rd Place Business & Financial Services Research

Louis Collado 3rd Place Business & Financial Services Research

Whereas, nineteen (19) students qualified from the Cranston Area Career & Technical Center at Cranston High School West to represent the State of Rhode Island at the International DECA Competitions in Los Angeles, CA, April 27, 2009 through May 3, 2009.

Be it RESOLVED, that the Cranston School Committee extend its congratulations to all of these students for their exceptional accomplishments, and

Be it further RESOLVED, that the Cranston School Committee extend its congratulations to their teachers, Mr. Richard Abruzzini and Ms. Meaghan McGonagle, Ms. Suzanne Coutu, Assistant Principal/Director of the Cranston Area Career & Technical Center and Mr. Steven Knowlton, Principal of Cranston High School West, and that they receive a copy of this Resolution signed by the members of the Cranston School Committee.

SPONSORED BY THE SCHOOL COMMITTEE

NO. 09-6-10 – Whereas, Finance Program students from the Cranston Area Career & Technical Center have distinguished themselves on the National Financial Literacy Challenge of the U.S. Treasury by receiving recognition for exceptional scores on the nationwide test. Four (4) CACTC students scored in the top 25th percentile and one student scored in the top 1% of over 75,500 high school students taking the challenge. Monica Baker was one of just 362 students nationwide, and two in Rhode Island, that scored in the top 1%.

Whereas, the students recognized are:

Monica Baker Top 1% U.S. Treasury National Financial Literacy Challenge

Genesis Rodriguez Top 25% U. S. Treasury National Financial Literacy Challenge

Sabrina Pacheco Top 25% U. S. Treasury National Financial Literacy Challenge

Letticia Batista Top 25% U. S. Treasury National Financial Literacy Challenge

Anthony Pagano Top 25% U. S. Treasury National Financial Literacy

Challenge

Be it RESOLVED, that the Cranston School Committee extend its congratulations to all of these students for their exceptional accomplishments, and

Be it further RESOLVED, that the Cranston School Committee extend its congratulations to their teacher, Mr. Richard Abruzzini and Administrators, Ms. Suzanne Coutu, Director of the Cranston Area Career & Technical Center, and Mr. Steven Knowlton, Principal of Cranston High School West, and that the students receive a copy of this Resolution signed by the members of the Cranston School Committee.

NO. 09-6-11 – Whereas, nine (9) students from Cranston High School East have distinguished themselves at the 2009 Rhode Island State DECA Competition by winning nine (9) awards and, in the 7 events students were entered in, they were awarded three 1st place and one 2nd place finishes.

Whereas, the overall winners are:

**Jennifer Barrie 1st Place Business and Financial Services
Paige Clarkin 1st Place Business and Financial Services**

Katie Phung 1st Place Hospitality and Recreation

Melissa Lopez 1st Place Hospitality and Recreation

Amber Whitney 1st Place Hospitality and Recreation

Michelle Valenzuela 1st Place Fashion Merchandising Promotion Plan

Ching Ling 2nd Place International Business Plan

Julia Maguire 2nd Place International Business Plan

Chloe Mete 2nd Place International Business Plan

Whereas, nine students qualified from Cranston High School East to represent the State of Rhode Island at the International DECA Competitions in Los Angeles, CA, April 27, 2009 through May 3, 2009, and

Be it RESOLVED, that the Cranston School Committee extends its congratulations to all of these students for their exceptional accomplishments, and

Be it further RESOLVED, that the Cranston School Committee extends its congratulations to their teacher, Mrs. Janis McGuirl and Mr. Sean Kelly, Principal of Cranston High School East, and that they receive a copy of this Resolution signed by the members of the Cranston School Committee.

SPONSORED BY THE SCHOOL COMMITTEE

NO. 09-6-12- Whereas, the Alliance for Young Artists & Writers held the annual Rhode Island Scholastic Arts 2009 Competition, and

Whereas, students from Cranston Public Schools distinguished themselves by submitting their daring and innovative visual art works (grades 6-12).

Whereas, these students are:

Cranston East

Antonio Acuna-Drawing-Silver Key Antonio Acuna-Mixed Media-Silver Key

Nathan Burgoyne-Sculpture-Silver Key Arisa Lohmeier-Drawing-Gold Key

Matthew Nerney-Drawing-Silver Key Xena Pope-Painting-Gold Key

Xena Pope-Drawing-Silver Key Xena Pope-Fine Arts Portfolio-Scholarship

monies are awarded

Saradi Sarin-Drawing-Gold Key Maggie Xie-Drawing-Gold Key

Cranston West

**Kelly Ahern-Drawing-Gold Key Kelsey Forde-Sculpture-Silver Key
Justin Lyons-Drawing-Silver Key Kayla Moniz-Jewelry-Gold Key
Jessica Polanco-Drawing-Gold Key Sara Pollard-Painting-Gold Key
Melanie Rogers-Graphic Design-Silver Key
Brittney Strolen-Jewelry-Gold Key Ryan Welch-Digital Photo-Silver
Key**

Hugh B. Bain Middle School

Christian Moua-Printmaking-Silver Key

Park View Middle School

Mitchell Golde-Painting-Silver Key

Western Hills Middle School

Tatiana Suarez-Painting-Silver Key

Whereas, their achievements were recognized by awarding a limited number of silver, gold and American Vision key awards and fine arts portfolios.

Be it RESOLVED, that the Cranston School Committee extend its congratulations to all of these students and the teachers who were involved, from the High Schools and the Middle Schools, for their

outstanding accomplishments.

Be it further RESOLVED, that the students be presented with a copy of this Resolution signed by the members of the Cranston School Committee.

SPONSORED BY ADMINISTRATION

NO. 09-6-13 - Whereas, Cranston Public Schools agrees to allow Pathways Strategic Teaching Center to open a satellite classroom in Western Hills Middle School and,

Whereas, the classroom will consist of approximately six students with autism spectrum disorders and Pathways Strategic Teaching Center agrees to provide Cranston students with first priority for acceptance into the program, and

Whereas, the program will be an intensive 12 month (approximately 230 day) special education program.

Be it RESOLVED, that the Cranston School Committee hereby authorizes the Superintendent to enter into an agreement between the Cranston Public Schools and Pathways Strategic Teaching Center Regarding the PSTC Satellite Classroom.

ADMINISTRATION

PERSONNEL

09-6-14 - RESOLVED, that at the recommendation of the Superintendent, said certified administrator be renewed as follows:

Michele Simpson

Director of Early Childhood

Early Childhood Center

Contract Effective: July 1, 2009

See Attached Financial Impact Analysis

09-6-15- RESOLVED, that at the recommendation of the Superintendent, said certified administrator be renewed as follows:

Gerald Schimmel

Special Education Administrator

Special Services

Contract Effective: July 1, 2009

See Attached Financial Impact Analysis

09-6-16 - RESOLVED, that at the recommendation of the Superintendent, said certified personnel be recalled from layoff, and

Be it further RESOLVED, that the Superintendent notify those individuals of the committee's actions.

NO. 09-6-17- RESOLVED, that at the recommendation of the Superintendent, the following certified personnel be appointed as substitutes on a temporary basis as needed:

Adina Cox, Special Ed Elementary\Middle
Drew Hochman, Special Ed Elementary\Middle
Frank Notarianni, Special Ed Middle\Secondary
Ashley West, Special Ed Elementary\ Middle
Nicole Rainone, Special Ed Elementary\Middle
Melissa Manfredi, Special Ed Elementary\Middle
Alisha Pirri, Health & Physical Education
Timothy Ortiz, Secondary History
Erin Miga, Special Ed Elementary\Middle
Justin Moniz, Secondary Math
Nicole Hersey, Secondary\Middle Math
Michael Ivarone, Secondary Math
Brian Resendes, Secondary Math
Michael Boyajian, Special Education – K-12
Amber Trapassi, Special Ed Elementary/Middle
Stephanie Tennett, Elementary
Brittany Fowler, Special Ed Elementary/Middle

NO. 09-6-18 - RESOLVED, that at the recommendation of the Superintendent, the following certified staff member be granted a leave of absence without compensation as provided in Article XIX, Section F of the Master Agreement between the Cranston School

Committee and the Cranston Teachers' Alliance:

Mary Renee Doelling, Teacher

Glen Hills Elementary

Effective Date...August, 2009 to August, 2010

NO. 09-6-19 - RESOLVED, that at the recommendation of the Superintendent, the following non-certified personnel be appointed as substitutes on a temporary basis as needed:

Jamie Tevyaw, Custodian

JoAnn Mancini, Secretary

NO. 09-6-20 - RESOLVED, that at the recommendation of the Superintendent, the retirement(s) of the following non-certified personnel be accepted:

Anne Mitchell, Secretary

Stone Hill

Effective Date...August 1, 2009

NO. 09-6-21- RESOLVED, that at the recommendation of the Superintendent, the resignation(s) of the following non-certified personnel be accepted:

Carlton Doyle, 4 hr. Custodian

Plant

Effective Date...June 15, 2009

09-6-22 - RESOLVED, that at the recommendation of the Superintendent, named non-certified staff members be laid off from their respective positions due to budgetary reasons.

POLICY AND PROGRAM

NO 09-6-23 - RESOLVED, that at the recommendation of the Superintendent, the following Conferences/Field Trips of Long Duration Be authorized:

1. Lynne Burke, Assistant Principal of Cranston High School West, to travel to Boston, MA to attend the NSDC 2009 Summer Conference from July 19, 2009 – July 22, 2009. All funding provided by the Perkins Grant. Please see the attached Conference Form.

2. Joanne Spaziano, Teacher at Park View Middle School, and three (3) students to travel to Washington, DC, to participate in the NEED Youth Awards Program from June 26, 2009 – June 29, 2009, at no cost to the School Department. Please see the attached Field Trip of Long Duration information.

3. Marie Birch, Teacher at Cranston High School East, and five (5) students to travel to Nashville, TN to attend Family, Career and

Community Leaders of America (FCCLA) National Leadership Meeting to attend workshops and socialize with FCCLA students from across the nation from July 10, 2009 – July 17, 2009, at no cost to the School Department. Please see the attached Field Trip of Long Duration information.

NO. 09-6-24 - RESOLVED, that Non-Bargaining Unit/Non-Certified Part-time Personnel Policy, with modifications, be approved for first reading.

NO. 09-6-25 - RESOLVED, that Policy No. 6165, Special Education Staffing Policy, be approved for second and final reading.

NO. 09-6-26 - RESOLVED, that Policy No. 1240.1, Volunteers in Schools, be approved for second and final reading.

NO. 09-6-27 – RESOLVED, that the Physical Restraint Policy be approved for first reading.

NO. 09-6-28 – RESOLVED, that Policy #6154, Homework Policy, be approved for first reading.

NO. 09-6-29 – RESOLVED, that the District Grading Procedure be approved for first reading.

BUSINESS

Purchases and Purchased Services

NO. 09-6-30 - Resolved, that the following purchases be approved:

Science supplies in the amount of \$21,288.34. No purchases will be made until funds become available.

Number of bids issued 15

Number of bids received 12

Physical Education supplies in the amount of \$8,207.51. No purchases will be made until funds become available.

Number of bids issued 20

Number of bids received 15

Kindergarten supplies in the amount of \$3,209.92. No purchases will be made until funds become available.

Number of bids issued 20

Number of bids received 11

Subscriptions in the amount of \$7,694.44. No purchases will be made until funds become available.

Number of bids issued 4

Number of bids received 4

Athletic supplies in the amount of \$30,374.66.

Number of bids issued 21

Number of bids received 14

Medical / Dental supplies in the amount of \$5,172.35. No purchases will be made until funds become available.

Number of bids issued 10

Number of bids received 6

Photocopy supplies in the amount of \$52,060.46. No purchases will be made until funds become available.

Number of bids issued 10

Number of bids received 5

Life Insurance for the period July 1, 2009 to July 1, 2012 be awarded to Minnesota Life at the following rates:

Monthly Cost per \$1,000 of Coverage

Base policy - \$20,000 coverage .121

Accidental Death and Disability .017

Supplemental Contributory Insurance

(paid by employee)

Age of Employee

Less than 35 .04

35 - 39 .06

40 – 44 .10

45 – 49 .14

50 – 54 .22

55 – 59 .35

60 – 64 .52

65 – 69 .81

70 – 74 1.20

75+ 2.50

Dependant Coverage (as stated in specifications)

(paid by employee) \$6.50

Number of bids issued 13

Number of bids received 3

NO. 09-6-31 - Resolved, that the following purchases be approved:

(Fund 3)

Pizza and Pizza Strips in the amount of \$172,140 be awarded for the 2009-2010 school year to Ronzio Pizza.

Number of bids issued 6

Number of bids received 1

13. Action Agenda

TABLED RESOLUTION

NO. 09-6-02 – RESOLVED, that the 2009-2010 Operating Budget, as recommended by the Superintendent, be revised.

14. New Business

15. School Committee Hearing at request of Guidance Counselors on School

Committee's layoffs.

Convene, as necessary, into Executive Session to consider and deliberate on

layoffs of Guidance Counselors and/or obtain legal advice regarding the same.

16. Public Hearing on Non-Agenda Items

17. Announcement of Future Meetings

18. Adjournment

School Committee members who are unable to attend this meeting are asked to notify the Chairman in advance.

Interested persons and the public at large, upon advance notice, will be given a fair opportunity to be heard at said meeting on the items proposed on the Agenda.

Individuals requesting interpreter services for the hearing impaired must notify the Superintendent's Office at 270-8143 72 hours in advance of hearing date.

Any changes in the agenda pursuant to RIGL 42-46-6-(e) will be posted on the school district's web site at www.cpsed.net, Cranston Public Schools' administration building, 845 Park Avenue, Cranston, RI; and Cranston City Hall, 869 Park Avenue, Cranston, RI and will be electronically filed with the Secretary of State at least forty-eight (48) hours in advance of the meeting.

Notice Posted: Cranston Herald / June 11, 2009

NON BARGAINING UNIT/NON-CERTIFIED PART TIME PERSONNEL POLICY

This document is designed to outline the policies, practices and procedures governing the non bargaining/ non-certified part time personnel, hereinafter referred to as employees. It is the employee's responsibility to make themselves familiar with the contents of this policy.

This policy is not an express or implied contract of employment. The Cranston School Committee reserves the right to change, modify or delete any provisions of this employee policy in accordance with its by-laws. Either the school department with school committee approval or the employee may terminate the employment relationships at any time with or without notice or cause. The Superintendent subject to the approval of the School Committee has the authority to enter into written agreements regarding the length of employment or grounds for termination.

Probationary Period

All new employees who fall within this job category are required to serve a probationary period of six months from their date of hire. This is designed to give the employee and supervisor a period of time to determine the potential for continuing employment with the school district.

Work Week

The normal work week will be less than forty (40) hours. The employee is not eligible for overtime. Compensatory time or “Comp Time” programs are prohibited unless authorized by the Chief Operating Officer.

Performance Appraisals

Upon completion of the first year of employment and each year thereafter, the employee’s job performance will be formally evaluated by his\her supervisor. This appraisal will become a part of the permanent personnel record.

Merit Increases

Wage increases will be based upon the merit of the employee’s job performance. A budgeted percentage will be recommended by the

Superintendent and will be subject to the approval of the Cranston School Committee.

Resignation

If an employee wishes to leave the employ of the school district, a two week notice is required. Resignations should be submitted in writing to his\her supervisor indicating the anticipated termination date.

Dismissal

Serious violations of school department policy will be cause for immediate discharge. Such violations include, but are not limited to; theft; dishonesty; insubordination; unauthorized absences; misuse of school department equipment; fighting; use or possession of illegal drugs, weapons or alcohol; breach of confidentiality.

Confidentiality

The employee may know or have access to confidential information. An employee is not to discuss confidential information with anyone including and not limited to fellow employees, family, or friends. The sharing of confidential information between employees as part of their professional responsibilities is exempt from this provision. Any violation of this provision will be grounds for disciplinary action up to

and including termination.

Worker's Compensation

The employee is covered by the school department's worker's compensation insurance. Payment of claim is calculated in accordance with applicable state laws. The employee is required to report an injury sustained on the job immediately to a supervisor. Failure to do so may jeopardize eligibility for the benefit. An incident report form can be obtained from Human Resources.

Pension

As of June 1, 2009, those employees whose current work schedule is twenty (20) hours or more and who currently participate in The Rhode Island State Employees' pension system will continue to contribute to the pension system. Otherwise, the district will not be requiring the employees covered under this policy to contribute to the pension program.

Tax Sheltered Annuity Program

An employee of the district is eligible to participate in one of the school department's several tax sheltered annuity programs.

Vacations, Holidays and Leaves

Employees are entitled to vacations, holidays and leaves as outlined below.

An employee is entitled to:

Vacation

Hours Worked	Length of Completed Service	Vacation Days
20-29	1 YEAR-5 YEARS	One (1) Recess Period
6 YEARS OR MORE	Two (2) Recess Periods	
30 or more	1 YEAR-5 YEARS	Two (2) Recess Periods
6 YEARS or MORE	Three (3) Recess Periods	

Holidays

An employee is immediately eligible for paid holiday time. The employee must work the day before and the day after a holiday in order to be paid for the holiday. The list of holidays will be as follows:

HOURS WORKED

15-19

Columbus Day, Veteran’s Day, Thanksgiving , Christmas, New Years, Martin Luther King Day, and Memorial Day.

WORKED HOURS

20-39

Labor Day, Columbus, Day, Veteran’s Day, Thanksgiving, Day after Thanksgiving, Christmas, New Years, Martin Luther King Day, Presidents’ Day, and Memorial Day.

In addition twelve (12) month employees will receive July 4th and Victory Day as paid holidays.

Paid Time for Illness

An employee will receive one sick day per every four months during the first year of employment and, on every anniversary, will receive ill days based upon the following:

Years	Days
1 to 5	3
6 or more	5

In addition to the above schedule twelve (12) month employees in the

1-5 year category shall receive one (1) additional day of ill time and those in the 6 or more year category two (2) additional days of ill time.

The employee must have worked eighty-five (85%) of the previous year to receive their allotment of sick days for the current year. Sick time should be used only for legitimate illness of the employee. Any absence due to illness in excess of three (3) consecutive days will require a physician's note which will outline the reason for the illness, next evaluation and/or return date. Unused sick time will not accumulate.

Leaves of Absence

The school district offers both paid and unpaid leaves of absence.

Bereavement Days

This leave may be granted for a maximum of one (1) calendar day in the case of death of relatives by marriage or blood relatives.

Jury Duty

Should the employee be called to serve on a jury during a scheduled work day, the school district will pay the regular wages for that day and the employee will be required to submit his\her compensation from the court system to the payroll department.

Military Reserve – If an employee is an active military reservist, and is required to serve two weeks active duty during the year, the employee will be eligible to receive the difference between his\her regular weekly pay and any weekly pay received from the Reserves. The employee will be required to produce a statement of earnings to the payroll department.

The employee may also qualify for the following unpaid leaves:

Military Duty – If the employee enlists or is drafted into any branch of the U.S. Armed Forces, the employee may return to the district without intervening employment or beyond the maximum limit prescribed by state or federal law.

Medical Leave – After completion of the employee's probationary period, an unpaid medical leave may be granted up to one (1) year. A physician's certificate must be submitted with the request for leave to Human Resources.

Policy Adopted: CRANSTON PUBLIC SCHOOLS

Resolution No. Cranston, Rhode Island

Policy No. 6165

Cranston Public Schools

Special Education Staffing Policy

The Cranston Public School System is committed to providing a high quality education for every child. Recognizing that every student has unique learning needs, diversified learning opportunities are provided for all students throughout the Local Education Agency (LEA). Learning opportunities are enhanced with supplemental programs and services both in and outside of the classroom. Special education and related services are provided to support students with disabilities in achieving academic and functional performance.

A key element in the provision of Free Appropriate Public Education (FAPE) for students with disabilities is the availability of highly qualified teachers, related service personnel, and support staff to implement each student's Individualized Education Program (IEP). Professional development and training will be available regarding the requirements and intent of all regulations and research-based practices used to provide appropriate education for all students.

The Cranston Public School System strives to continuously improve the quality of education to all students, and is dedicated to assess and evaluate the delivery of services to students with disabilities.

The Cranston Public School System staffing plan will ensure that appropriate personnel are available to deliver the services and instruction required to fully implement student IEP's and provide FAPE in the least restrictive environment. This plan will be based on the needs of students and will follow the guidelines outlined in this policy. The staffing plan will follow these principles:

- All children can learn and the academic and functional performance of all students will achieve adequate yearly progress.**
- Due to the unique needs of individual learners, children will be provided with positive learning opportunities that are supported, when necessary and appropriate, with special education and related services that are specifically directed at the individual education needs of students with disabilities.**
- A full continuum of special education and related support services will be available to students both in and outside of the classroom as necessary.**
- All children will be provided access to the general curriculum and special education services are provided in the least restrictive environment.**
- It is vital that parents or guardians participate in a child's educational program and in the development and implementation of an IEP for their child. Parent involvement will be a regular part of the special education program and school activities.**
- Special education teacher caseloads and staffing decisions will be**

based on providing the services a student needs in order to be successful, rather than on a specific category of disability or severity of disability.

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- The special education services required by the student's IEP will be considered in determining instructional and related service caseload.
- There must be flexibility in special education staffing to address changes that may occur in a student's educational and functional needs throughout the school year.
- Staffing considerations should include the need to provide specific interventions to students without IEP's.
- Special education staffing must be compliant with federal and State law, regulation, and policies governing special education.

The Public Comment Period for the Cranston Public Schools Special Education Policy will commence on April 9, 2009 through May 15, 2009.

Public hearing and the opportunity to submit written public comments are welcome regarding this policy.

Public comments will be heard on April 24, 2009, from 9:00 a.m. to

10:00 a.m. and on May 5, 2009, from 7:00 p.m. to 8:00 p.m., at the Horton School, 1196 Park Avenue.

Written comments are welcome from April 9, 2009 through May 15, 2009 and should be sent to:

**Cheryl Coogan
Executive Director of Pupil Personnel
845 Park Avenue
Cranston, RI 02910**

Or by email to ccoogan@cpsed.net

VOLUNTEERS IN SCHOOLS

5/18/09

STATEMENT POLICY

Cranston Public Schools appreciates volunteer efforts in its schools. Parents, college students, senior citizens, elected officials, business representatives, and community members are important sources of support and expertise that enrich the instructional program, assist teachers, and connect the student body with the community.

DESCRIPTION

A volunteer is any non-compensated person who wishes to donate his/her time within a school building, at a school sponsored event, or where children are present.

Volunteers must adhere to all Cranston Public Schools policies and regulations including but not limited to Code of Conduct, Confidentiality, etc.

Volunteers shall not physically discipline a student.

REQUIREMENT

Volunteers shall be required to complete an Information and Disclosure Statement. In addition, volunteers may be required to participate in an orientation and / or training established by Cranston Public Schools.

AGE REQUIREMENT

Volunteers must be a minimum of 18 years of age.

CONFIDENTIALITY

Volunteers must adhere to the confidentiality of what is observed and

not shared outside the classroom. Volunteers must maintain confidentiality, and are not permitted to discuss student/school related issues in the outside community. Volunteers shall not have access to confidential information / files / records.

SAFETY AND SECURITY

Upon initial application, all volunteers shall be required to obtain a Rhode Island BCI. All out-of-state volunteers, or volunteer applicants who have not resided in Rhode Island for a period of one year, shall be required to obtain a National Fingerprint BCI.

The cost of the background check, if any, is the responsibility of the applicant. Funds may be made available for those who are unable to cover the cost of the background check. Inquiries may be made with Human Resources.

Volunteers should not be with a student/s unless in the presence of a classroom teacher, administrator, or appropriate school personnel. A volunteer shall not be in a one-on-one situation with a child, during or outside of a school day.

Volunteers must provide identification and sign in/out at the school's main office. Volunteers shall wear the "Visitors" badge or other means of identification, as required by school policy.

VOLUNTEER LIABILITY AND INDEMNIFICATION

A volunteer shall at all times indemnify and hold harmless the Cranston Public Schools and its officers, agents and employees from any and all claims, damages and expenses arising out of injuries to persons or damage to property which resulted from any omissions or negligent acts of the volunteer.

EXCLUSION

This Policy may not apply to parents observing classrooms, guest speakers, performers, student mentors who are enrolled in Cranston Public Schools, truancy court personnel, newspaper reporters, vendors for school related items such as rings, yearbooks, delivery vendors, and alike, provided they are accompanied by the Superintendent or school personnel.

RECORDS RETENTION

The Office of Human Resources shall maintain an accurate file of signed Volunteer Disclosure Statements and criminal background checks as required by Policy.

DISQUALIFYING INFORMATION

If there is any disqualifying information concerning a potential

volunteer, it will be noted by the Attorney General's office. It is the responsibility of the Superintendent or his/her designee to meet with that person and explain that he/she will not be able to participate due to the information contained in the report(s).

“Disqualifying information” means those offenses listed in R.I.G.L. §§ 23-17-37, 11-37-8.1 (First degree child molestation) and 11-37-8.3 (Second degree child molestation).

APPEALS PROCESS

Any volunteer against whom disqualifying information has been found may request that a copy of the criminal background report be sent to the Superintendent, who shall make a judgment regarding whether the individual may volunteer in Cranston Public Schools.

Any volunteer wishing to appeal the Superintendent's decision may do so by writing a letter to the Chairperson of the School Committee within ten days of the Superintendent's decision, requesting a hearing before the School Committee.

ENACTMENT

This policy shall take effect thirty days from passage.

CRANSTON PUBLIC SCHOOLS

845 Park Avenue, Cranston, RI 02910

VOLUNTEER DISCLOSURE STATEMENT

It is the Policy of Cranston Public Schools to make reasonable efforts to provide a safe learning environment for students and staffs working with volunteers. Therefore, Cranston Public Schools requires the following information from all volunteers.

SCHOOL NAME

VOLUNTEER NAME

MAIDEN NAME DATE OF BIRTH

ADDRESS

CITY STATE ZIP CODE

PHONE NUMBER ID/ LICENSE NUMBER

Have you ever been convicted of a felony? Yes No

Have you ever been convicted, or had an administrative finding, of violating any law involving child abuse, physical abuse, sexual harassment or exploitation, or any other crime related to children?

Yes No

Have you lived outside of Rhode Island in the past year? Yes
No

IN CASE OF EMERGENCY, please notify:

Name: Relationship:

Home Phone: Cell:

I have read the above pre-requisite and agree to abide by the Terms and Conditions as required.

SIGNATURE DATE

ADMINISTRATOR DATE

**COPY OF APPLICANT'S IDENTIFICATION OR DRIVER'S LICENSE
MUST BE ATTACHED TO THIS FORM.**

CRIMINAL IDENTIFICATION WAIVER AUTHORIZATION

I am interested in volunteering in Cranston Public Schools.

Name:

Maiden Name:

Date of Birth:

Disclaimer

I, , hereby direct and authorize the Bureau of Criminal Identification of the Department of Attorney General for the State of Rhode Island to make available to Cranston Public Schools any criminal record that the Bureau of Criminal Identification has on file in reference to me.

I hereby waive and release any and all manner of actions, cause of action, and demands of every kind, nature and description, arising from any release of criminal records and requests there from, whatsoever against the State of Rhode Island, Bureau of Criminal Identification, the Attorney General, and employees of the Attorney General's Office in both law and equity which I may now have or in the future may have.

Signature of Applicant

Sworn to before me in the City of , State of

this day of , .

Notary Public

Commission Expires

**Note- the Attorney General's Office requires the following documents:
Notarized Consent form, photo copy of Photo ID that includes date of
birth, check or money order for \$5.00 made payable to BCI, reason for
background check, and a stamped envelope addressed to the
Department of Human Resources, 845 Park Avenue, Cranston RI
02910.**

VOLUNTEER APPLICATION

**Please note, this form is not mandatory. However, this form would
assist the Building Administrator in scheduling for special events.**

Name:

Address:

City, State, Zip:

Home Phone: Cell Phone:

Email:

License Plate #: Car Type: Color:

Indicate days and times available to volunteer:

What types of activities would you like to volunteer for?

What are your interests, skills, or hobbies?

IN CASE OF EMERGENCY: please list two people to notify in case of emergency.

Name, Relationship:

Address:

City, State, Zip:

Phone (H): Cell:

Name, Relationship:

Address:

City, State, Zip:

Phone (H): Cell:

Administrator's Compensation Schedule

Fiscal Year 2009-2010

NAME	POSITION	SCHOOL	ANN	SALARY
HEALTH	DENTAL	LIFE	PENSION	DISABILITY
SURV	BEN	OASDI	MEDICARE	TOTAL Fringe Sal & Fringe

Michele Simpson	SE Administrator	ECC	96,407.00	14714 978 65
16,042	231 96	1398	33,524.40	129,931.40

Gerald Schimmel	SE Administrator	Horton	96,407.00
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14714 978 65	16,042 231 96 1398	33,524.40	129,931.40
67,048.81	259,862.81		

Administrator's Compensation Schedule

Fiscal Year 2010-2011

NAME	POSITION	SCHOOL	ANN	SALARY
HEALTH	DENTAL	LIFE PENSION	DISABILITY	SURV
BEN	OASDI	MEDICARE	TOTAL Fringe	Sal & Fringe

Simpson, Michele	SE	Director	ECC	96,407.00	17804 1069 65
17,961	231 96 0	1398	38,624	135,031	

Administrator's Compensation Schedule

Fiscal Year 2011-2012

NAME	POSITION	SCHOOL	ANN	SALARY
HEALTH	DENTAL	LIFE PENSION	DISABILITY	SURV
BEN	OASDI	MEDICARE	TOTAL Fringe	Sal & Fringe

Simpson, Michele	SE	Director	ECC	96,407.00	19584 1176 65
17,961	231 96 0	1398	40,511	136,918	